



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Grain Indemnity Corporation, Indiana

Agency: Grain Indemnity Corporation, Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2001-01	<b>INDIANA GRAIN INDEMNITY CORPORATION COMPLIANCE AUDITS</b> In accordance with 825 IAC 1-3-2 and IC 26-4-4-7, randomly selected grain buyers are audited. That number shall not be less than five percent of the total registered grain buyers in Indiana. Audits are performed by the Grain Buyers Warehouse Licensing Agency pursuant to a contract. Disclosure of these records may be affected by IC 26-4-4-7. Retention based on IC 34-13-1-1 and IC 26-4-4.	DESTROY ten (10) years after the end of the state fiscal year or one (1) year after the closure of the subsequent premium collection period, whichever is longer, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	2001-02	<b>QUARTERLY REPORT AND REMITTANCE</b> In the event of a collection, grain producers are charged a two-tenth percent premium on all grain sold in Indiana. The report must be completed and returned when premiums are being collected even if no grain purchases were made. Disclosure of these records may be affected by IC 26-4-4-7. Retention based on IC 34-13-1-1 and IC 26-4-4.	DESTROY ten (10) years after the end of the state fiscal year or one (1) year after the closure of the subsequent premium collection period, whichever is longer, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	2001-03	<b>GRAIN PRODUCER PREMIUM REFUND REQUEST</b> This request must be hand delivered or sent by first class mail to the Indiana Grain Indemnity Board not more than twelve (12) months after the premium was collected. The Indiana Grain Indemnity Corporation verifies information and submits the request and approval to the Office of the Treasurer of State. A producer that requests and receives a premium refund forgoes protection or compensation from the program on any and all grain. Re-entry is permitted. File may include buyer documentation. Disclosure of these records may be affected by IC 26-4-4-7. Retention consistent with IC 34-13-1-1.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles ten (10) years after the end of the state fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	2001-04	<b>GRAIN BUYER REGISTRATION</b> Prior to the repeal of IC 26-4-2, a grain buyer would register with the Indiana Grain Indemnity Board. A fee was required except for a firm licensed under IC 26-3-7 or the U.S. Warehouse Act. A buyer of grain who buys less than 50,000 bushels of grain annually from a producer for the buyer's own use as seed or feed is not required to register. The registrant's federal ID number or Social Security number is requested, so disclosure of these records may be affected by IC 5-14-3-4. Retention consistent with IC 34-13-1-1.	DESTROY ten (10) years after the end of the state fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	2001-05	<b>REFUNDS PROCESSED</b> This is a cumulative computer report listing the entity receiving the refund, date and dollar amount. Hand-written notes and/or other items may be attached. Disclosure of these records may be affected by IC 26-4-4-7. Retention consistent with IC 34-13-1-1 and IC 26-4-4.	DESTROY ten (10) years after the end of the state fiscal year or one (1) year after the closure of the subsequent premium collection period, whichever is longer, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	2001-06	<b>PREMIUM PROCESSED</b> This is a cumulative computer report listing the entity remitting the premium, date and dollar amount. Hand-written notes and/or other items may be attached. Disclosure of these records may be affected by IC 26-4-4-7. Retention based on IC 34-13-1.1 and IC 26-4-4.	DESTROY ten (10) years after the end of the state fiscal year or one (1) year after the closure of the subsequent premium collection period, whichever is longer, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.